

Abington Public Library  
Board of Library Trustees

Meeting Minutes                      September 11, 2017                      Called to Order: 7:02pm

Attendees: Henry DiCarlo, Chairman

Betty Henderson, Vice Chairman

Laura Nuttall, Recording Secretary

Gail Bergin

Mary Gillis

Gerry Haas

Carrie Murray

Jake O'Neill

Deborah Grimmett, Library Director

Absent:        Barbara McLaughlin

Minutes for the Board meeting held on July 31, 2017 were reviewed by the board.

**MOTION to approve the July 31, 2017 minutes was made by Betty, seconded by Jake and accepted unanimously with two abstentions.**

### **Chairman's Report**

-Jean Lothrop's husband Ken passed away. The Board is going to make a donation to the Garden Fund in memory of Ken.

-A thank you card from the staff was received thanking the Trustees for the Staff Breakfast.

### **Library Director's Report**

-Monthly financial and statistical reports-The Ledger History from VADAR can be printed. The new format shows how much money is expended from each account. Circulation this July was better than last July. August was down over last August. There were fewer Children's programs in August this year. Museum passes continue to be very popular. The people counter had to be replaced in August.

-Programming Update-This fall is going to be very busy. Device Advice with Marcie, Friends Mystery Book Club with Beth Godfrey, Adult Craft nights

continue on Thursday nights, Non-Fiction Book Club, Pop Fiction Book Club, Kathy Teahan will be presenting her new book on October 5, 2017, Dr. Gary Highlander will give a lecture on the Cuban Missile Crisis on October 19, 2017, Ken Gloss of the Brattle Book Shop will be presenting and there will be a Frederick Law Olmstead Lecture with the National Parks Service. There will also be a dedication of the new telescope in November. Children's Book Clubs have started and Toddler Times are full.

-Friends of the Library-The Friends will hold their next meeting on Monday morning.

-ARIS (Annual Report Information Survey) for MBLs-ARIS is done and has been submitted.

-Other-FY19 Budget is usually due around the end of October. Budget planning will begin next month.

-Other-Wednesday and Thursday of last week the Fire Department was called to medical emergencies at the Library.

### **Building Issues**

-HVAC-Compressors-The new compressors will go out for bid in January and be installed in May. Three compressors will be for the Library and one for Town Hall.

-HVAC-Heat Pumps-The heat pumps are off and still need to be fixed.

-Roof – Heat Cables- Deb is working on getting the heat cables fixed soon.

-Circulation Desk Down Light LED conversion-The circulation desk light conversion is done and it looks great. Thanks to the O'Neill, Murray and Nuttall families for all their help.

-Shrub Beds-Arrowwood Landscaping did a fabulous job on the shrubs. It was a huge job that took three men eight hours to weed, pull out dead shrubs and trim the existing shrubs. It will be mulched soon.

-Other-A joint Article with the Town Hall will be submitted about the curbs at both locations. The concrete is crumbling and the bricks have settled and it has become dangerous to walk in spots.

### **Current Library Issues**

-Impact of New School Construction-No issues and everything has been fine since school started.

-20<sup>th</sup> Anniversary Celebration-Deb will be talking at the Friends meeting about the food for the 20<sup>th</sup> Anniversary Celebration.

### **Old Business**

-New Town Telephone System-Everything is going well with the new phone system. The only complaint is that the hold music is annoying.

-VADAR-New Town Accounting Software-All is going well with the VADAR system.

-Library Programming Policy-**MOTION to approve the Library Programming Policy was made by Jake, seconded by Betty and accepted unanimously.**

### **New Business**

-State Aid Budget for FY18-The consensus of the Board is to go ahead with the State Aid Budget for FY18 that Deb has put together.

-Winter Holiday Schedule-**Motion to close the Library on Friday, November 10, 2017 in observance of the Veteran's Day Holiday was made by Carrie, seconded by Gerry and accepted unanimously.** Christmas and New Years Eve are on Mondays so the Library will be closed on those days. Deb would also like to close on December 23 and January 30 and give union staff a floating holiday that can be used between December 1 and January 31, as a contractual obligation for the Dec. 24 holiday and Dec. 31 ½ holiday, as these dates fall on Sunday this

year. **MOTION to close the Library for the Christmas Holidays on December 23, 25, 30 and January 1 was made by Jake, seconded by Gail and accepted unanimously.**

-FY17 Trust Fund Expenditures-The Board reviewed the Trust Fund Summary FY17.

-FY17 Gift Account Expenditures-The Board reviewed the Gift Account FY17.

-Code of Conduct-**MOTION to approve the Code of Conduct was made by Mary, seconded by Laura and accepted unanimously.**

-Other-Our condolences go out to Linda and her family. Linda's Step-Mother passed away so she will be out for a few days.

**Next Meeting:**

**October 16, 2017 at 7:00pm**

**November 13, 2017 at 7:00pm**

**January 8, 2018 at 7:00pm**

**MOTION to adjourn at 8:59 pm was made by Carrie, seconded by Gerry and accepted unanimously.**